

Appendix C: RFP Submission Checklist

- ☐ Hard *Copies of Response* (2) – (Reference Section 2.2)
- ☐ Electronic Copies of Responses (2) on USB flash drive (Reference Section 2.2)
- ☐ Cover Letter/Executive Summary – (Reference Section 7, Tab A)
- ☐ This RFP Submission checklist (Reference Section 7, Tab B)
- ☐ Project Approach (Reference Section 7, Tab C)
- ☐ Fulfillment of Minimum Requirements to Offer (Reference Section 7, Tab D)
- ☐ Corporate Qualifications and References (Reference Section 7, Tab E)
- ☐ Proposed Project Team Staffing Qualifications (Reference Section 7, Tab F)
- ☐ Financial Requirements (Reference Section 7, Tab G)
- ☐ Functional and Technical Requirements (Reference Section 7, Appendix A – please submit this electronically – paper copies of Attachment A will not be accepted)
- ☐ Cost Proposal-electronic and hard copy in Tab I (Reference Section 7, Appendix B, Tab I)
- ☐ Statement of Compatibility with Mobile Devices or Other Hardware (Reference Section 7, Tab J)
- ☐ Software License and Maintenance Agreement Requirements (Reference Section 7, Tab K)
- ☐ Redacted Copy of Submittal/Offer (Reference Section 7, Tab L)
- ☐ Required Essay Questions and Submissions (Reference Section 7, Tab M)
- ☐ On-Site Plan (Reference Section 7, Tab N)
- ☐ Communications Plan (Reference Section 7, Tab O)
- ☐ Quality Management Plan (Reference Section 7, Tab P)
- ☐ Training Plan (Reference Section 7, Tab Q)
- ☐ Service Level Agreement (Reference Section Tab R)
- ☐ Immigration Compliance Statement (Reference Section Tab S, Appendix I)
- ☐ Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (reference Section Tab T, Appendix E)